GPO Access Availability Expanded

[The following letter was sent to all depository libraries in shipment boxes in October.]

October 17, 1994

Dear Depository Librarian:

The U.S. Government Printing Office (GPO) is expanding the availability of the GPO Access on-line services to the public by increasing the number of subscriptions available to each depository library. The enhancements outlined in this letter will provide both new and experienced users of GPO Access with a more effective means for free public access to electronic information.

Background:

The GPO Access on-line services are provided free of charge to depository libraries, which in turn must provide these services free of charge to depository library users. The cost of the depositories' subscriptions is prepaid by the Salaries and Expenses (S&E) Appropriation which funds the Federal Depository Library Program (FDLP). To date, depository libraries have been limited to a single Internet IP address or one dial-up account and one (non-server) workstation. This restriction to one IP address per subscribing depository was established only as an interim measure.

As with all depository information, the library is expected to provide free public access to the selected databases on GPO's Wide Area Information Server (WAIS), and the policies and procedures governing access must be equivalent for all users of the library's services. Although it is not necessary to provide this service through a public access workstation, it is recommended in order to minimize the impact on library resources.

This expansion will allow depository patrons to access the GPO WAIS from a depository library through Internet or via modem. Expanding the no-fee availability to GPO Access to depository libraries will enable a greater number of on-site users to use the GPO Access system.

GPO Access has made it possible for depository libraries using the databases on the GPO WAIS Server to access Federal information as soon as it is published. The GPO WAIS server databases are additional, not alternative, selections for this type of Government information. However, it is important to recognize that we are now in a period of transition from paper to electronic format, and libraries must begin preparing for the day when the electronic version will be the sole format provided through the FDLP.

Because of the leadership role played by the regional depository libraries in the FDLP, regional libraries are strongly encouraged to register and provide free public access to all of the databases on the WAIS server.

GPO will maintain a record of the GPO Access databases which depository libraries select and the authorized users at each site. These records will be used to refer patrons to libraries offering the service, as well as to monitor usage and costs of GPO Access.

GPO Electronic Information Available at Depository Libraries:

Depository libraries will now be able to obtain a maximum of ten subscriptions per GPO Access item number. There are currently three item numbers, one for the *Federal Register* databases, one for the *Congressional Record* databases, and one for the *Congressional Bills* databases. The depository library will be able to "mix and match" telnet and dial-in user-ids (SWAIS) and/or stand alone workstation IP (Internet Protocol) addresses (WAIS) to meet the demands of their patrons.

Depository libraries may link individual stand-alone computer workstations directly to GPO's WAIS server by registering specific IP addresses. Libraries which want to offer public access by linking off-site users to a campus or local network server should contact GPO's Library Programs Service (LPS). (See enclosed press release for additional information.)

GPO Access Databases:

Currently, the following databases are available on the GPO WAIS server and are available through three main subscriptions.

Federal Register Subscription:

Federal Register (FR)- Daily issues of the FR from the beginning of calendar year 1994 are available each day that the FR is published. Text is available in ASCII format and all graphics are included as individual files in TIFF format. Brief ASCII text summaries are also available for most entries.

Unified Agenda (UA)- Otherwise known as the Semi-Annual Regulatory Agenda, this database is updated semi-annually when the UA is published in the Federal Register. It is available to all subscribers of the Federal Register database for Volume 59 (1994). Text is available in ASCII format.

Congressional Record Subscription:

Congressional Record (CR)- Daily issues of the CR for the 103d Congress, 2d Session, 1994, are available each day that the CR is published. Text is available in ASCII format and all graphics are included as individual files in TIFF format.

Congressional Record Index (CRI)- The CRI for 1992 through 1994 is available in ASCII text format and updated every two weeks to incorporate the most recent biweekly issue of the CRI. The 1992 and 1993 CRI databases, covering the 102d Congress, 2d Session and 103d Congress, 1st Session, respectively, will be static. All page number references refer to pagination of the daily, rather than the final, Congressional Record. Because bi-weekly paper issues of the CRI do not cumulate, there is no equivalent print counterpart of these databases.

History of Bills (HOB)- The History of Bills is an index, by bill number, of every action taken on a bill that is reported in the Congressional Record. It provides a short description, followed by a list of Congressional Record citations where the action was reported. It cumulates entries for all bills acted upon during the 103d Congress, 2d session. This database is updated bi-weekly as the Congressional Record Index is published.

Congressional Bills Subscription:

Congressional Bills - The Bills database contains all published versions of Congressional Bills from the beginning of the 103d Congress, 1st Session, 1993. The database is updated on an irregular basis, as bills are acted upon. Each bill is available as an ASCII text file and in the Adobe Acrobat PDF file format. Users with Acrobat viewers are able to display and print page facsimiles.

Requirements for the Expansion of the GPO Access System:

In order for the expansion of GPO Access to be effective, LPS and the depositories must make a collaborative effort to maintain the flexibility of the project so that necessary modifications and improvements may be made.

1) Libraries may register up to ten workstation subscriptions for each of the three item numbers at no charge to the library. A single workstation may act as a server, if the depository will certify that no more than ten simultaneous sessions will be accessing GPO's server.

2) Subject to the ten IP address or workstation limitations, depository libraries may register to use either the WAIS client or SWAIS interfaces. You may wish to offer both methods of access to ensure that all users have an equal opportunity to access the system despite their technological level. Registering for a SWAIS user-id will allow the depository to serve users at workstations which do not have the WAIS client installed.

3) The library should have an effective method of outreach and a promotional plan which will promote the service not only to its primary constituents but to the surrounding community as well.

4) The participating libraries must ensure that the same level of service and user support is made available to the general public as to the library's primary constituents.

5) Libraries which receive additional GPO Access subscriptions must provide no-fee service to the general public, just as they would with other information disseminated under the FDLP.

6) Depositories are expected to provide the first line of local user support for the GPO Access services, including answering basic questions about GPO Access content or searching strategies. When you the fill out the Depository Library WAIS/SWAIS Access Validation Form (enclosed) you will be asked to provide

the Office of Electronic Information Dissemination Services (EIDS) with the name, telephone number, and e-mail address of your user support contact.

Role of the User Support Team:

The GPO Access User Support Team's role is primarily to assist in the initial registration process and to provide the requisite technical information to establish the connection between the depository library or local network and GPO.

Depository librarians will be given the initial information, documentation and support necessary to learn the GPO Access services. The Team will answer questions which are beyond the capabilities of the library staff. Depository librarians are expected to learn the GPO Access System and to answer all user questions that are possible to answer at the local level. GPO cannot take direct user referrals at this time but will take user questions via depository librarians as intermediaries.

For those questions that librarians are unable to answer for the user immediately, the librarian should call or e-mail GPO for help and then convey the information to the individual user. This will not only alleviate communications problems which are likely to arise and prevent GPO's user help lines from being overloaded, but also will assist us in monitoring any problems during the initial stages of this expansion and communicate directly with librarians regarding the solutions.

Methods of Connecting to the GPO Server:

There are three primary methods of accessing the GPO Access databases on the WAIS server:

A. Full WAIS access through the Internet using WAIS client software on your workstation.

Customized client software is available from GPO for Windows and Macintosh systems, and many versions are available commercially for these and other computers. WAIS provides full access to all graphic files included in the databases. This type of subscription can be accomplished by a direct connection to the Internet or by using an Internet service provider and a SLIP or PPP account. A permanent Internet Protocol (IP) address is needed so the WAIS server can identify your workstation. For more information on finding an Internet service provider in your area, call InterNIC Information Services at 619-455-4600.

B. SWAIS access through an Internet telnet session to wais.access.gpo.gov

This is generally accomplished through a dial-up to an Internet host with telnet access. No graphics files are included with a SWAIS subscription. However, the ASCII character-based SWAIS interface is capable of supporting assistive technologies for the visually impaired.

C. SWAIS access via modem by dialing the GPO WAIS server directly at 202-512-1661.

This is accomplished through a modem, personal computer, and communications software. No Internet access is required. If you choose the direct dial method, however, the access is limited and your library's cost of communications may be expensive. You will also not be able to use the client software that gives you access to the graphics files in the databases.

Registration Procedures:

A. New User Registration
All new users must register on-line via modem or telnet. Use your computer modem and communications software to dial 202-512-1661, and use the settings 8 bits, no parity, one stop bit, full duplex. Type **wais** (all lower case) at the first prompt; at the login prompt, login as **newuser** (all lowercase); no password is required, hit **Enter**.

Alternatively, use telnet to connect to wais.access.gpo.gov and login as newuser (all lowercase); no password is required, hit **Enter**. Follow the instructions on the screen to register for subscriptions to GPO Access on-line services.

1. New User SWAIS Registration

The depository library will need to register once for SWAIS to establish a SWAIS user-id and password which can be used for all SWAIS accounts. Include the number of additional workstations requested (if any) on the Depository Library WAIS/SWAIS Access Validation Form. After completing the online registration process, record the registration conformation number and fax the Depository Library WAIS/SWAIS Access Validation Form to 202-512-1262.

2. New User WAIS Registration

The library will need to register only once for WAIS access, using the single workstation option or the multiple workstation option. If the multiple workstation option is chosen, specify the number of stand-alone workstation subscriptions requested. If the library wants to utilize the customized WAIS client software, it should be requested during the registration.

GPO will send you a copy of the EINet WAIS client software, which has been customized to provide optimal interface with GPO Access. The library may install the client multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed.

The library must complete and return the Depository Library WAIS/SWAIS Access Validation Form. After completing the online registration process, record the registration conformation number and fax the Depository Library WAIS/SWAIS Access Validation Form to 202-512-1262. Be certain to **record each IP address** on the form.

B. Current Subscriber Registration for Additional User Workstations
These instructions apply to libraries which are already registered for single subscriptions. To obtain **additional SWAIS or WAIS subscriptions**, include the number of additional SWAIS and/or WAIS workstations requested on the Depository Library WAIS/SWAIS Access Validation Form. The form must include all additional IP addresses being registered for WAIS. Fax the Depository Library WAIS/SWAIS Access Validation Form to 202-512-1262.

Libraries with WAIS workstations may install the EINet client multiple times, not to exceed the number of registered IP addresses. The User Support Team must be informed of the number of times the client was installed.

C. Depository Library WAIS/SWAIS Access Validation Form
The selecting library must complete and return the Depository Library WAIS/SWAIS Access Validation Form signed by the library director. This form includes the number of WAIS client software licenses needed and an itemized list of all the IP addresses and/or new and previously established user-id's to be given access (up to a maximum of 10). The list *must* include your current registered IP address as well as any new ones.

D. GPO Confirmation
Your registration will be processed within two working days of the receipt of the Depository Library WAIS/SWAIS Access Validation Form. An e-mail or fax message confirming your registration will be sent to you from GPO.

GPO Contacts:
If you have any questions concerning GPO Access policy issues for the FDLP contact:
> Gil Baldwin, LPS Project Manager, at 202-512-1002, or e-mail at
> < manage@access.digex.net >

If you have inquiries about signing on, contact:
> User Support Team at 202-512-1530
> (fax) 202-512-1262 or e-mail at < help@eids05.gpo.gov >

The enhancement of GPO Access provides depository libraries with an opportunity to expand the amount of Government information available to the public. The gradual expansion of the GPO Access system through depository libraries will allow LPS to carefully assess cost, user support and system capacity issues so the depositories will be able to better serve the patron and continue to effectively provide access. I hope that your library will join us in serving the public and supporting the enhancement of GPO Access.

Sincerely,
WAYNE P. KELLEY
Superintendent of Documents

DEPOSITORY LIBRARY WAIS / SWAIS ACCESS VALIDATION FORM
Please complete the entire form and return it by **fax to 202-512-1262**

Depository Number: _____
Depository Name: _____

Library Address: _____
_____
_____
_____

Authorized User's Name: _____
Phone Number: (____) _____ Internet E-Mail Address _____
Fax Number: (____) _____
User Support Contact Name: _____
Phone Number: (____) _____ Internet E-Mail Address _____
Fax Number: (____) _____

Please check the subscriptions which you are requesting:
Federal Register: _____
Congressional Record: _____
Congressional Bills: _____

Interface requested: **WAIS** _____ How many? _____ [Maximum of 10 total]
SWAIS _____ How many users? _____

Do you need a copy of the WAIS client? Yes ___ No ___ Windows ___ or Mac ___
On how many workstations will the client be installed? ___ [Maximum of 10]

For WAIS access, enter each IP address in the following spaces. **Enter a check mark for each IP address to indicate a server (SV) or a stand-alone work station (WS).**

_____(SV_/WS_) _____(SV_/WS_) _____(SV_/WS_)
_____(SV_/WS_) _____(SV_/WS_) _____(SV_/WS_)
_____(SV_/WS_) _____(SV_/WS_) _____(SV_/WS_)
_____(SV_/WS_)

WAIS Registration Confirmation Number (from the online registration): _____
SWAIS Registration Confirmation Number (from the online registration): _____

Signature of Library Director: _____
(Certifies agreement to the terms and conditions of *GPO Access* use expressed in the 10/17/94 letter from the Superintendent of Documents, including free public access.)

This form will be used to validate your registration and update your selection records.
THANK YOU for taking the time to complete this form.

(Rev. 11/8/94)

Report on the Electronic Capabilities Survey

by J.D. Young
Director, Library Programs Service

Depository Library Council Meeting
Portland, OR
October 24, 1994

Good morning! It's a real pleasure to be back with you all again, and welcome to the new Council members. I said this at my first talk after coming back to the Library Programs Service a year and a half ago, and it is even more true today--the recognition and visibility of the Depository Library Program are greater than I have ever seen them, and so are our opportunities.

The issues that we were dealing with in the '80's pale in terms of those we have before us today. In 1980, we had to make the tough choice to move to microfiche, and now we are moving toward another major change, much more interesting and hopefully more rewarding, that of electronic dissemination.

In that regard, what I will do today is present some highlights of our just completed Electronic Capabilities Survey. I will then be followed by members of my staff who will discuss other new initiatives, and by Judy Russell.

As you know, we conducted an Electronic Capabilities Survey of Federal depository libraries during July and August 1994. We wanted to assess the computer equipment environment currently existing in depository libraries and gain better information on the capacity of depository libraries to handle the increasing numbers of Federal publications in electronic formats that will be issued in the future.

The survey covered the basic system elements, associated software, and networking in depository libraries. The questions dealt only with equipment accessible to the depository staff and to public depository patrons. We did not survey equipment limited to specific library users, such as students, faculty, etc.
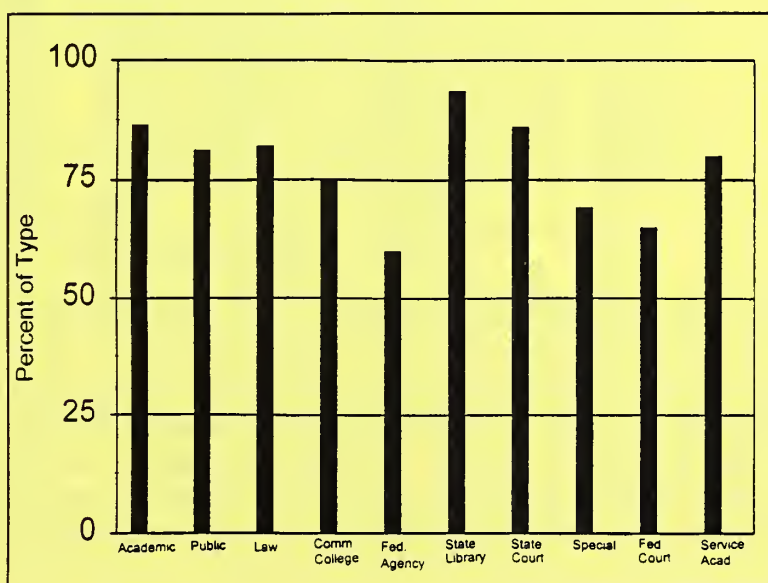
We made a special effort to include responses from all 53 regional depository libraries. Because regional depositories play a leadership role in the Federal Depository Library Program, we wanted to have a complete picture of the capacity of regional libraries to provide access to Federal electronic information.

Response Rate

Non-Respondents (17.1%)

Respondents (82.9%)

A
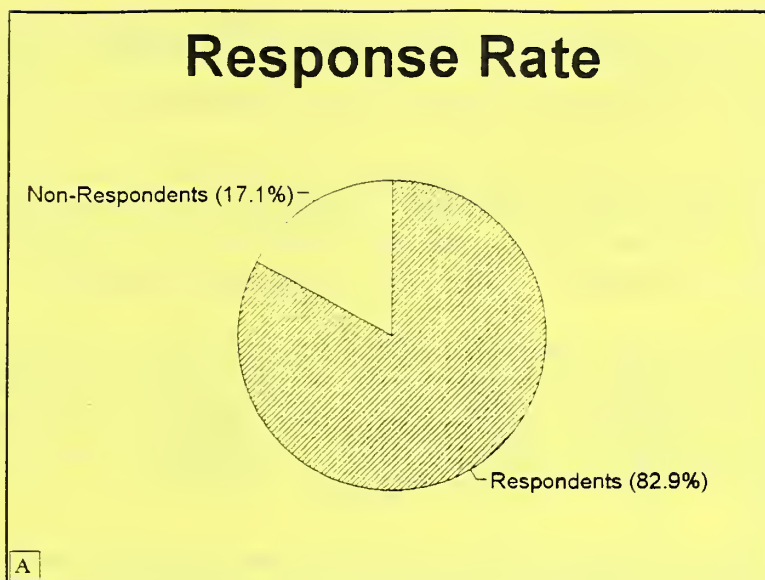
1153 of the 1391 depository libraries surveyed returned answer sheets. This is a response rate of 83%.

A review of the libraries that did not respond shows that many of them are habitually late or non-responsive to most initiatives. Some are in organizationally complex workplaces where responsibility for answering surveys may not be clear. Some of the non-responders are on probation, are brand new depositories, or have had recent staff changes. Most of the territorial depositories did not respond. We could not deduce, however, that most non-responders had no electronic capability, which would have made the survey cleaner.

Participation Rate by Type

100

75

Percent of Type

50

25

0

Academic Public Law Comm College Fed. Agency State Library State Court Special Fed Court Service Acad

There are 10 types of libraries in the Program. and all 10 types responded to the survey. This graph shows the response rate of each type of library. Only Federal agency libraries, Federal court libraries, and special libraries responded at a rate lower than 75%.

Both the high rate of return and the participation by libraries of all types lead us to conclude that the data are valid and representative of the electronic capabilities of depository libraries. Perhaps the most important finding that can be quickly seen is that 80 to 90% of all depositories have PCs, CD-ROM, and access to the Internet.

Obviously, the survey accumulated a massive amount of data that will take time to analyze thoroughly. We intend to publish a full report, but, for those of you who are interested in looking at and analyzing the data yourselves, the database is now available on the Federal Bulletin Board in dBase format. The file is in the Guidelines Library and is free of charge.

Members of my staff have performed some preliminary analysis of the data, which is available in the handout. I would like to review some of the more significant findings with you this morning.

The survey asked how many IBM-compatible computers of each of several types are available for use by public depository patrons. The types listed ranged from the old and obsolete, such as the PC/XT and 286 models, through the 486 or better.


Graph 1 - A 1
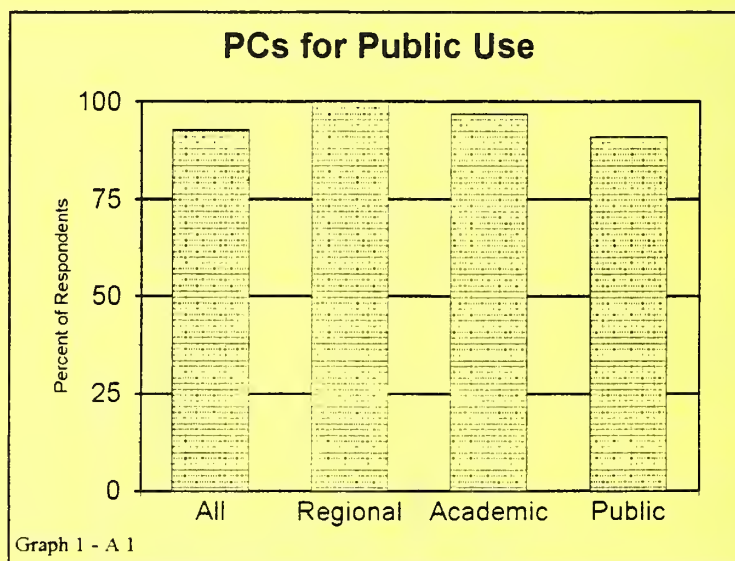
1076 libraries, 93% of all the respondents, reported that they have some type of PC for public use, and only 77 libraries, 7% of the respondents, said they had no publicly-available PCs. 100% of the regional respondents, 97% of the academic library respondents, and 91% of the public library respondents said they have PCs available to the public.

Plan to Purchase 486s for Public Use

Graph 2 - A 4
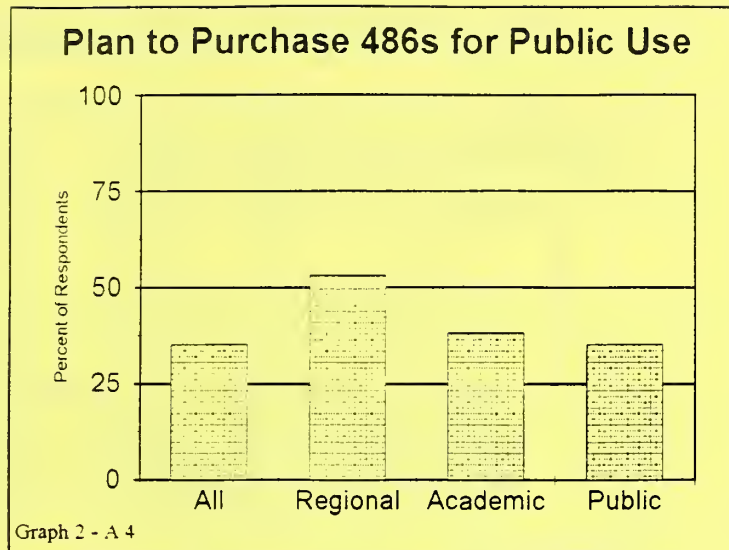
35% of all respondents said they plan to purchase high-end PCs, model 486 or better, for public use within 12 months. 53% of the regional respondents, 38% of the academic library respondents, and 35% of the public library respondents plan such purchases.

**Daily Use of Electronic Products**

Graph 3 - A 7
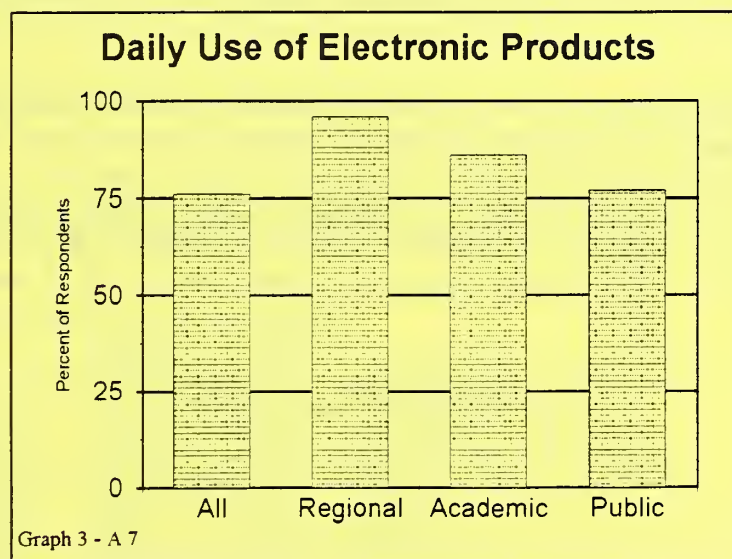
The survey asked libraries to report on daily use of depository electronic products, by either patrons or staff. 76% of all respondents said they had daily usage, in varying amounts. 96% of the regional respondents, 86% of the academic library respondents, and 77% of the public library respondents reported daily use.

CD-ROM Drives for Public Use

Graph 4 - D 1
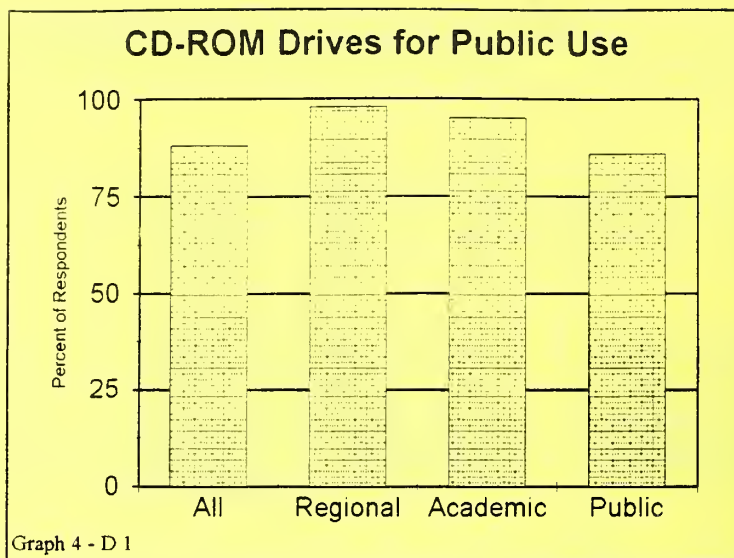
The survey asked libraries to report on the number of CD-ROM drives connected to PCs that are available to the public. The overwhelming majority of depositories do make CD-ROM drives available to the public: 88% of all respondents, 98% of the regional respondents, 95% of the academic library respondents, and 86% of the public library respondents do so. CD-ROM technology has obviously entered the mainstream and has become a routine source of information.

We now come to a set of questions dealing with the increasingly important area of online communications, especially through the Internet.

Internet (Telnet, FTP) for Staff Use

Graph 5 - E 6
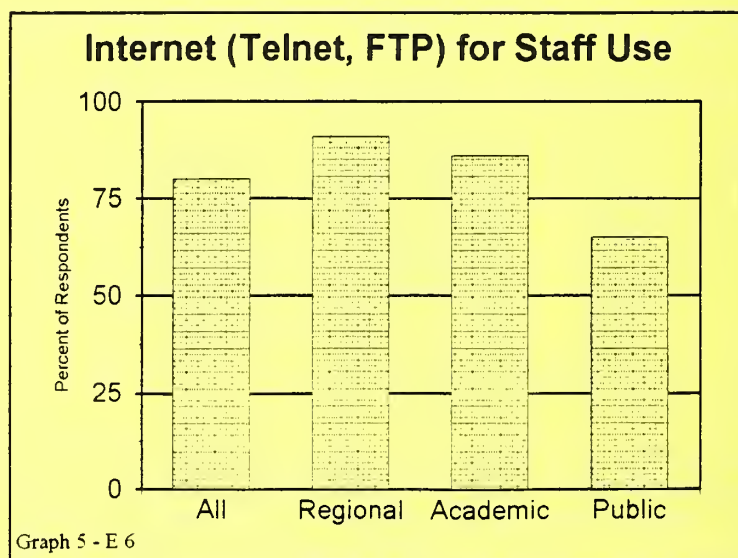
80% of all respondents reported that they had the Internet, including programs such as Telnet and FTP, available to staff. 91% of the regional respondents, 86% of the academic library respondents, and 65% of the public library respondents reported having access for staff.

12

These numbers drop appreciably for public Internet access (not necessarily including Telnet and FTP).

Internet Access for the Public

Graph 6 - E 8
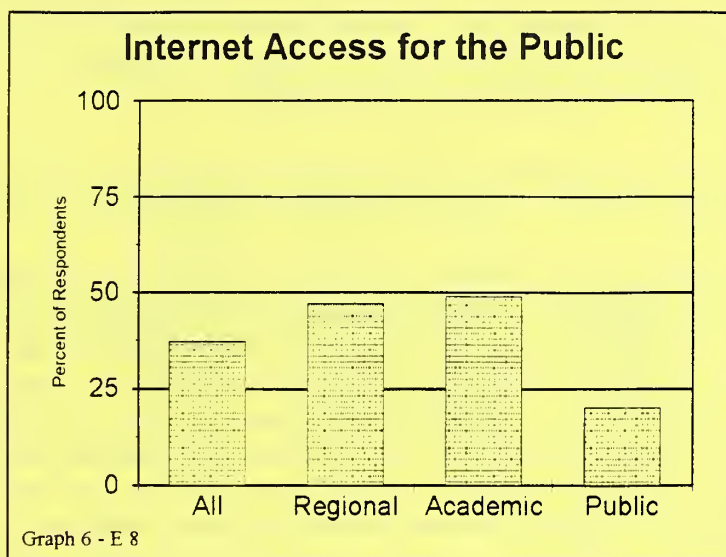
37% of all respondents provided Internet access to the public. 47% of the regional respondents, 49% of the academic library respondents, and 20% of the public library respondents reported public Internet access.

The lower rates for Internet access by public libraries are understandable, since public libraries were not commonly members of the research institutions for which the Internet was originally created. The fact that nearly two thirds of the public library depositories do have Internet access now, at least for staff, is heartening. And we know that the number of depository libraries with Internet is growing constantly. For example, 1993 Biennial Survey figures showed that 53% of all depositories had Internet and FTP access in the fall and winter of 1993. Now that figure has grown to 80%.

## Participate in GOVDOC-L

Graph 7 - E 9
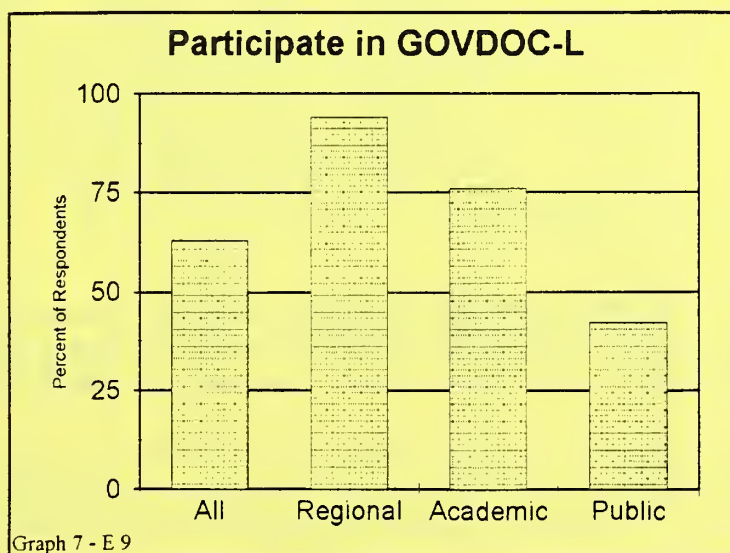
LPS is also finding online communications of increasing importance. We are moving even faster than I thought to wanting to use the Internet for administrative purposes. Certainly a major avenue of online communication for us has become the listserv, GOVDOC-L. Since we are putting more announcements on GOVDOC-L, including the contents of each issue of Administrative Notes and its Technical Supplement, we wanted to know how many depository libraries participate in GOVDOC-L.
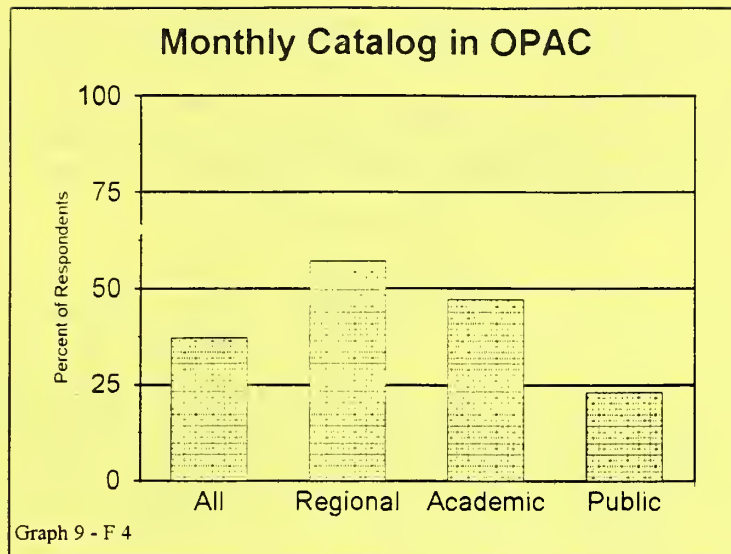
63% of all respondents, 94% of regional respondents, 76% of the academic library respondents, and 42% of the public library respondents do participate in GOVDOC-L.

A scenario that occurred this summer illustrates the importance to depository libraries of monitoring GOVDOC-L. When the Depository Distribution Division found that it had excess copies of assorted volumes of the Bound Congressional Record, we listed them on a special offer and placed it in shipment boxes on July 22. On that same day we uploaded the special offer to GOVDOC-L. Immediately, librarians who had seen the GOVDOC-L notice flooded LPS with requests for the material. Requests from libraries responding to the print notice arrived a week or more later. For many volumes, the stock was already exhausted by then. This is just one small example of electronic access giving a library a real advantage.

We wanted to find out about use of CD-ROM versions of the Monthly Catalog and the number of libraries which have GPO cataloging records in their Online Public Access Catalogs (OPACs).

CD-ROM Version of Monthly Catalog
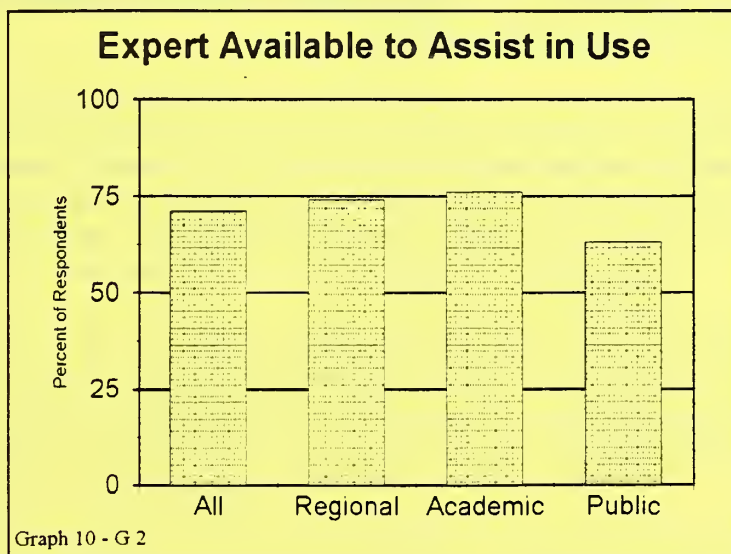
Graph 8 - F 3
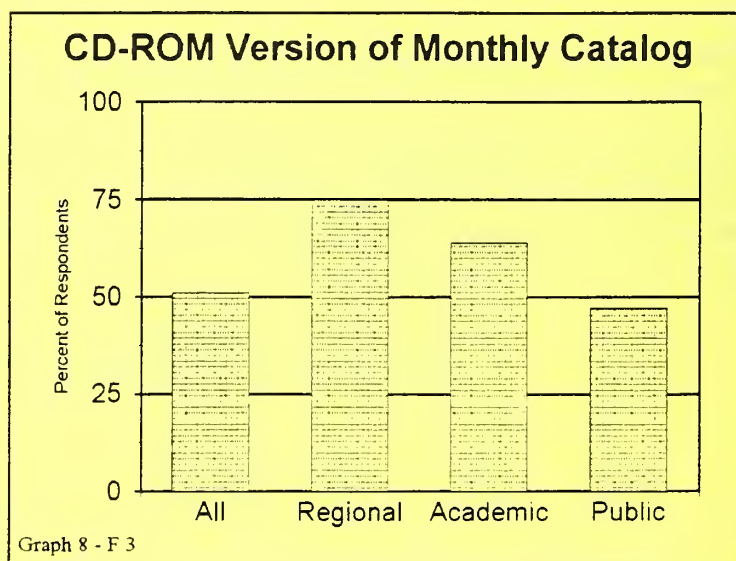
51% of all respondents reported having a CD-ROM version of the Monthly Catalog. 75% of the regional respondents, 64% of the academic library respondents, and 47% of the public library respondents reported having the Monthly Catalog on CD-ROM.

Monthly Catalog in OPAC

Percent of Respondents

100

75

50

25

0

All   Regional Academic Public

Graph 9 - F 4

Fewer libraries load GPO cataloging records into an OPAC. 37% of all respondents, 57% of the regional respondents, 47% of the academic library respondents, and 23% of the public library respondents reported having the GPO records in an OPAC. Libraries that did load these records had previously reported double or triple, or even greater, usage of Federal depository documents.

The last set of questions in the survey asked about the availability of a technical expert in the library to help patrons and staff in the operation, installation, and use of electronic products and services.

Expert Available to Assist in Use

Percent of Respondents

100

75

50

25

0

All   Regional Academic Public

Graph 10 - G 2

71% of all respondents, 74% of the regional respondents, 76% of the academic library respondents, and 63% of the public library respondents have a technical expert available to help patrons and staff in the use of depository products or services.

It is amazing how fast things are moving. Looking at the survey now, we already see things differently than we did a few months ago when it was put together. We see questions we missed, such as how many libraries have Mosaic which is now being used for accessing Federal agency home pages. We also see how questions could have been asked better, etc. So, it was a learning experience, and we will definitely plan to do another survey next fall, recognizing that things are changing so rapidly.

When I addressed Council last April, I raised the issue of the transition to electronic information dissemination as a force in Government publishing, and how this will affect the Depository Library Program. Now it's quite clear that we are in that transition period, when electronic formats coexist with printed formats for the same content. So far, the GPO Access online services have been additions to the depository program, and you have continued to enjoy the choice of selecting this content in electronic format, as well as paper or microfiche. Given that the Congressional direction for GPO Access is that it be funded out of cost savings, at some point these choices are bound to disappear.

Yes, you've heard these warnings before. One of the principle reasons for conducting the Electronic Capabilities Survey was to assess how depositories are coping with the transition from print to electronics. Based on these results, it's clear to me that you've heard the message and acted on it. Depository libraries have made enormous progress in positioning themselves to serve the public with electronic Government information. Access issues are overtaking ownership throughout the library field, and increasingly, access to information is how the successful depository will be measured. Not on what is in the collection, but on what you can get for the public. And not only the public who comes in person to the library, but the public sitting at their PC at home or at the office.

We are pleased to serve such a dynamic group of libraries, and want to commend you for rising to the electronic challenge.

Expanding GPO Access

by Gil Baldwin
Senior Program Analyst

Depository Library Council Meeting
Portland, OR
October 24, 1994

Good morning. Thank you for providing me this opportunity to bring you up to date on the expanded availability of the GPO Access online services to the public.

Since the passage of the GPO Electronic Information Access Enhancement Act back in 1993, one of our major goals has been to bring GPO electronic information to the widest possible audience.

This has meant two basic strategies:

First, developing a good range of services. Since the June 1994 GPO Access roll-out with the Congressional Record and Index, the Federal Register, and the enrolled bills, we have added the History of Bills to the Record database, and the Unified Regulatory Agenda to the Register. The complete Congressional Bills database has replaced the enrolled bills, and the online Access User Manual has been added. Other databases are being developed and will be added as they become available. GPO Access also includes the GPO Locator and Federal Bulletin Board, and eventually will take you to the files held at the GPO IDEA, the storage facility.

Our second strategy, and this is really the focus of my remarks, is public outreach: expanding the scope of GPO Access services available through the depository libraries. Since June, depository libraries have been limited to registering for one SWAIS user-id or a single Internet IP address for one non-server workstation. This restriction to one IP address per subscribing depository was established only as an interim measure, until we could get some experience and cost data from actually running an online service.

Now, for starters, we are increasing the number of GPO Access subscriptions available to each depository library. Depository libraries are now able to obtain a maximum of ten subscriptions per GPO Access item number. You can also "mix and match" telnet and dial-in user-ids (for the SWAIS interface) and/or stand alone workstation IP (Internet Protocol) addresses (for the full WAIS interface).

The GPO Access online services are provided free of charge to depository libraries, and the cost of the depositories' subscriptions is prepaid by the Salaries and Expenses (S&E) Appropriation which funds the Federal Depository Library Program (FDLP). The selection of an online service through the FDLP really presents a new paradigm, one which entails several responsibilities on the part of the libraries. Some of these are familiar program basics, and some are new.

In order to make effective use of the GPO Access online services, depository libraries must make six basic commitments...

1) Libraries which receive additional pre-paid GPO Access subscriptions must provide no-fee service to the general public, just as they would with any other information disseminated under the FDLP. The purpose of the pre-paid subscriptions is for public service. If you want GPO Access in the university president's office, you should purchase a subscription for that purpose. That is, unless the president is planning to serve the public.

2) Any depository library may register up to ten workstation subscriptions for each of the three item numbers at no charge to the library. A single workstation may act as a server, if the depository will certify that no more than ten simultaneous sessions will be accessing GPO's WAIS server.

3) Subject to the ten IP address or workstation limitations, depository libraries may register to use either the WAIS client or SWAIS interfaces. You may wish to offer both methods of access to ensure that all users have an equal opportunity to access the system despite their technological level. Registering for a SWAIS user-id will allow the depository to serve users at workstations which do not have the WAIS client installed.

4) The participating libraries must ensure that the same level of service and user support is made available to the general public as to the library's primary constituents.

5) The library should have an effective method of outreach and a promotional plan which will promote the service not only to its primary constituents but to the surrounding community as well.

6) Depositories are expected to provide the first line of local user support for the GPO Access services, including answering basic questions about GPO Access content or search strategies. When you fill out the new Depository Library WAIS/SWAIS Access Validation Form you will be asked to provide us with the name, telephone number, and e-mail address of your user support contact.

The GPO Access expansion is available to all libraries which support these basic conditions, and in fact we will be doing registrations at this meeting at selected times. Of course, this expansion will enable a greater number of on-site users to use the GPO Access system. But what about users at home, or in the office, who cannot or will not come to a depository? We have something for those users, too.

We have begun the model gateway project, for libraries which want to offer public access by linking off-site users to a campus or local network server, via either Internet or dial-up. Then the campus or local network server is connected via Internet with the GPO WAIS server. GPO recently announced the first site giving free public access to off-site users, and a second site went up last Thursday. The first gateway site was COIN, Columbia Online Information Network. COIN is located at the Daniel Boone Regional Library in Columbia, MO, and became a gateway site in cooperation with the regional depository at the

University of Missouri at Columbia. The University allocated some its GPO Access user-ids to COIN. in what must be the first virtual selective housing agreement. The Seattle Public Library's Quest System is our second gateway site, and we were thrilled with Seattle Public's commitment to make this gateway happen. Offsite users may reach Seattle Public's Quest system by telnet or by dialing in.

Both COIN and Seattle are offering the SWAIS interface, but the University of North Carolina at Chapel Hill is working on a different presentation. They are developing a character-based server client that can access WAIS. This will give more advanced functionality than SWAIS, but does not require the WAIS client software on the end user's local workstation. In the spirit of developing the gateways together, UNC has indicated their willingness to share their experience with other gateway sites.

Anyone with a personal computer, a phone modem, and communications software may connect from home or office to the GPO Access databases through these depository library gateways. We are trying to lower the threshold for using GPO Access as much as possible, and we feel the gateway program is ideal for the occasional user. Our goal is to establish local outlets to the GPO electronic system in every State. We are working with about 30 depository libraries to develop model gateways, which will be built on existing campus and public networks. The first model gateways will help GPO gather data on usage and the technical support requirements for users and the participating libraries.

This map illustrates the status of the gateway project; as you can see we have two active gateways, and quite a few more pending. One of the projects our expansion team is working on back home is developing a package of information aimed more specifically at potential gateway partners. Since we had our COIN press release three weeks ago, I've been getting a lot of inquiries about becoming a gateway, and we want to be able to respond to those inquiries in some detail. However, I am concerned when libraries express interest in becoming a gateway site, and they are not registered for any GPO Access service yet. There are two additional considerations which we will ask of gateway depositories.

First, you should offer the entire suite of GPO Access services. In other words, sign up for the Record, the Register, and the Bills. The public should be able to reach all of the GPO Access offerings through a gateway.

Second, your transformation into a gateway will be easier if you already have some experience in using and supporting the GPO Access services for on-site users in your library, before undertaking the complications of connectivity issues, developing a menu, scripting logins, and so on. As one my colleagues put it, "You need to learn to ride before you enter the rodeo!"

Now let's turn to methods of connecting to the GPO WAIS server.

This graphic illustrates the essential difference in connections to the GPO WAIS server for direct users versus gateway users. Direct users are those whose PCs communicate directly with GPO. Typically, these will be paid subscribers or on-site workstations in depository libraries. Gateway users first must come through an intermediary server, either at the campus or the local network. Just one word here about symbols - it's conventional in

these type of graphics to represent the Internet with a cloud. We hade some fun with that in our drawing session, trying to remember if the presentation graphics package had the cloud on the menu.

There are two basic interfaces with the GPO Access databases on the WAIS server: the WAIS client graphic user interface and the ASCII text-based SWAIS interface.

The text-based SWAIS interface requires a user-id and password, and may be accomplished via modem by dialing the GPO WAIS server directly at 202-512-1661, or via an Internet telnet session to wais.access.gpo.gov. This is often accomplished through a dial-up to an Internet host with telnet access.

No graphics files may be retrieved through the SWAIS interface. However, the ASCII character-based SWAIS interface is capable of supporting assistive technologies for the visually impaired, which your library needs in order to comply with the Americans with Disabilities Act. An SWAIS user-id is also portable, in the sense that it may be used from any PC. It is not workstation specific, as is the Internet IP address. Overall, about 2/3 of GPO Access subscribers have opted for the more basic SWAIS interface. Our two operating gateways feature SWAIS, since there is no requirement for client software on the end-user's PC.

The SWAIS connection requires, at a minimum, a modem, personal computer, and communications software. No Internet access is required. If you choose the direct dial method, however, the access is limited and your library's cost of communications may be expensive. Therefore, although it's possible to connect by direct dial, we don't recommend that a gateway site consider using anything less than a telnet connection between your server and GPO.

Full WAIS access through the Internet relies upon having the WAIS client software on your workstation. The EINet WAIS client software which has been customized for GPO Access is available from GPO in both Windows and Macintosh versions. Of course, other commercial and shareware WAIS clients are available, but they have not been customized with the GPO Access database information. GPO will provide you with a copy of the EINet client upon request, which you can install on your workstations. The cost of the client is pre-paid, as are your depository public service subscriptions. However, this software is provided under agreement with the producer, Microelectronics and Computer Technology Corporation (MCC), and a software license fee is being paid by GPO to MCC on behalf of each registered subscriber. Therefore, it's imperative that you advise GPO of the number of times you install your copy of the EINet client. The WAIS interface provides full access to all graphic files included in the databases. Full WAIS requires a direct connection to the Internet or the use of an Internet service provider and a SLIP or PPP account. A permanent IP address is needed so the WAIS server can identify your workstation. The fifth method of access shown on the graphic, which requires the WinSoc Trumpet software and a modem connection, and has an IP address assigned by the gateway server, has been tested under laboratory conditions, but is not yet ready for a real-world roll-out.

Registration procedures are also being streamlined as part of the expansion process.

You can now get one SWAIS user-id and password and "multiplex" up to 10 simultaneous users on it.

We have replaced the requirement for the authorization letter to us with a fax-in form. The letter requirement was widely misunderstood and/or ignored, and some libraries were detained in the pending status while we waited for the letter that wasn't coming. There was also occasional confusion about what information we needed in the letter.

This is the new "Depository Library WAIS/SWAIS Access Validation Form" [see page 7]. Not only is this form easier to use, but it assembles in one place all of the essential information you'll need before you start the online registration process. We have single copies available in the back, and it has been included in the October 17 letter from the Superintendent of Documents describing the expansion effort. This letter, along with the form and the COIN gateway press release, was posted to GOVDOC-L last Monday (Oct. 14), and included in the libraries' shipment boxes last week.

Finally, due to customer requests, we are going to start using a confirmation notification, which will come back to you by e-mail or fax.

This expansion of the GPO Access system continues on our path of growing the system incrementally. In order to support new users and the larger Congressional Bills database, we have been expanding the GPO WAIS server hardware. A substantial memory upgrade has been installed on the original WAIS server. GPO is also assembling a complete backup server, to provide uninterrupted service if the primary server goes down. The backup server also provides a platform for installing and testing software enhancements or new databases without affecting the performance of the live system.

Whither Go Inspections

Remarks by
Sheila M. McGarr
Chief, Depository Services

Depository Library Council Meeting
Portland, OR
October 24, 1994

Good morning. For some months, the inspectors and I have been working on a draft of a proposed self-study to be conducted by documents librarians and submitted to GPO before the actual on-site audit. A recommendation from the Spring 1994 Depository Library Council meeting also suggested reexamining the inspection process. As many of you in the audience had recently had your depository operations examined, I thought "who better to give feedback on the new proposal?"

Before we actually discuss the proposal over the next two days, I want to give some background about the evolving inspection process. I have provided each Council member with a handout containing the very first inspection form used in 1972, another form used in the mid-1980's, the narrative format used today, and the proposed method. The audience only has the proposed self-study.

From 1982 to 1987, I was a depository library inspector. During that time, I examined over 400 libraries throughout the country. Since September 1992, as Chief of Depository Services, I supervise the inspectors and review their reports before they are mailed to you. As my schedule permits, I also examine depository libraries and conduct re-inspections of probationary libraries. We audit libraries for compliance and noncompliance with provisions of Title 44, United States Code. We are especially concerned with Section 1911 which states in part that "[D]epository libraries shall make government publications available for the free use of the general public."[1] A library must observe this stipulation in order to gain and thereby retain its depository designation.

Since the Printing Act of 1895 [later codified as Section 1909 of Title 44], the Superintendent of Documents has been authorized to make "firsthand investigations of conditions for which need is indicated."[2] Until 1972, depository libraries were infrequently visited. Instead, GPO relied on the Biennial Survey of Depository Libraries, begun in 1947, for data.

The first inspection form, a 12 question checklist, was developed in late 1971 and used in 1972. Bookstore managers, GPO staff on travel, as well as specific examiners, "dropped in" on depositories without warning. The examiners would visit several libraries in a day. The form was filled out and placed in the depository's permanent file. No copy was mailed to the library or to the regional. Often, the documents librarian was not available and other staff answered the questions.

By the mid-1970's, GPO, on advice from GODORT (Government Documents Round Table of the American Library Association) and the Depository Library Council to the Public Printer, concluded that depository libraries needed systematic and formal inspection to insure the effectiveness of the Federal Depository Library Program. Our job in Depository Services is to determine that libraries receiving government documents paid for by the taxpayers are fulfilling the not too onerous responsibility of making government publications freely available to the general public, not just to their specific clientele.

In 1974, the first full-time inspector, a professional librarian, was hired. A second librarian was employed in 1976. By 1982, there were four librarian inspectors, and there are four positions available today with two vacancies. In the mid-1970's, the inspection form had evolved with more questions reflecting sound library practice on such topics as bibliographic control, housing, public access, etc. By 1977, the Depository Library Council had developed standards to "provide an inspection tool for the Superintendent of Documents, a guide for the education of documents librarians, and a tool for communication with library administrators."[3] These Guidelines for the Depository Library System were distributed to all depositories and became the basis for the next version of the inspection report.

In 1978, my depository operation at Mary Washington College was part of the "test" of this revised inspection form using the Guidelines. The Guidelines had a variety of categories: Depository Collections, Organization of the Depository Collection, Maintenance of the Depository Collection, Staffing, Space Standards, Service to the General Public, and Cooperation with GPO and Interlibrary Cooperation. Each statement from the Guidelines under these categories was assigned points. Point scores from 90-100 rated Excellent; 80-89 Good; 70-79 Satisfactory; 60-69 Fair; and 59 or below Poor. Fair and Poor ratings meant that the library failed those categories. Three or more failures to comply with the Guidelines and the Instructions meant, then as now, probationary status for a minimum of six months before a re-inspection was scheduled. We discovered, however, that many libraries did not realize that below 70 was failing. In the mid-1980's, while the questions did not change, the name assigned to each rating did. They became 90-100 Excellent; 80-89 Good; 70-79 Satisfactory; and below 70 Unsatisfactory.

In conjunction with issuing the Guidelines, a wholesale revision of the Instructions to Depository Libraries, the rules and regulations of the FDLP, took place. These were issued in 1984 in loose-leaf format. The Guidelines were slightly revised in 1987 to replace the former requirement of a 25% selection rate with "... demonstrable efforts to identify and meet the Government information needs of the local area."[4]

In 22 years, the inspection process evolved from a cursory examination to an all-day comprehensive review. At first, inspections were unannounced and the inspector visited two or more libraries per day. With no advance scheduling, staff found interesting surprises, e.g., piles of unopened boxes, material in locked rooms, no one in charge of the collection, etc. On occasion, we still find that today.

Since 1978, inspectors notify the libraries of the specific inspection date from 4-6 weeks in advance and request an appointment with the Library Director to summarize the overall evaluation and recommendations in an oral exit interview. For more than 15 years, we have examined only one library per day but still rate each institution in the seven original

categories in the Guidelines. On the Inspection Report itself, these categories have been slightly renamed to Collection Development, Bibliographic Control, Maintenance, Human Resources, Physical Facilities, Public Service, and Cooperative Efforts. There an eighth category, Regional Services, for evaluation of Regional depositories.

In February 1993, the ratings were changed from the ones I mentioned earlier to Compliance and Noncompliance. We eliminated the point scores because they so often became a bone of contention and negotiation. We are interested in the basics of access, custody, maintenance, and service, not on whether a library scored a 71 or 83 on the day of the inspection. After the compliance review, the Inspection Report and Recommendations are forwarded to the Library Director, documents coordinator, and the regional librarian.

Generally, libraries are inspected in chronological order by date of last inspection. Geography and climate are also considered. For instance, Michigan is not visited in January nor Alabama in July. The American Automobile Association tour books and Rand-McNally Road Atlas are invaluable as we must make our own hotel, airline, and rental car reservations. The elapsed time between inspections is longer, now averaging 6.7 years, because there are only two full-time inspectors for nearly 1,400 libraries. The Depository Library Council and some documents librarians desire inspections on a regular three year cycle. In order to meet that schedule, I would need six inspectors instead of the current four slots in Depository Services.

Currently, in the intervening 4-6 weeks before the inspection, the documents librarian is urged to review the Guidelines for the Depository Library System, the Instructions to Depository Libraries, the Federal Depository Library Manual, etc., plus collect whatever materials would be useful, e.g., procedures manual, collection development policy, annual reports, etc.

For many years, in the chapter entitled "Inspections" in the Federal Depository Library Manual and in the booklet "Preparing for a Depository Inspection", we have urged depositories to conduct a self-study before our arrival using the Instructions to Depository Libraries as the foundation. Such an evaluation can often anticipate the inspector's findings and be communicated to the library administration before we arrive. This internal review may make the actual inspection process less stressful as there are fewer "surprises" when we orally summarize our findings with the adminstration.

Few libraries take advantage of this technique, and there are some recriminations after our departure. Many librarians have asked us for a template to follow for a self-study. Since over 60% of our depositories are academic or law libraries, we contacted many of the accreditation agencies to acquire their guidelines. The booklets we received were not very helpful as they often left the format of the self-study to the institutions.

We felt that a uniform set of written questions distributed well in advance of the on-site confirmation visit and similar to the ones we currently ask orally would be the most effective. With a self-study, the documents staff can review critically what they are doing and have the opportunity to comply with the law and GPO regulations in advance of the inspection. The self-study can be a strategic assessment document and can steer the documents librarian toward issues such as collection development policy, ADA compliance, etc., which need

careful consideration. We envision that the self-study would be an ongoing process requiring updating only when we called to set up the inspection. If this proposal is adopted, we anticipate contacting the libraries about three months in advance of the visit and requesting the self-study be in our hands six weeks before the on-site inspection date. We need this time to review it because of our extensive travel schedules. The inspector would confirm what is in the self-study and any actions still to be taken.

Under this proposal, the inspector would still have the regulatory role to identify areas of strength and weakness in the entire depository operation; the educational role to act as a consultant and make recommendations based on experience; and a communications role as the on site audit is often the only way some documents staff interact with a GPO representative. We have not in the past nor will we in the future judge the documents librarian or assign blame. We are well aware that librarians and administrators cannot totally control their working environment, architecture, or funding.

To sum up, GPO monitors depository libraries through the inspection program which has also proven beneficial to GPO. Regularly scheduled examinations are cost-effective and valuable for this agency since continuing problems in a depository usually mean an increased investment of time and resources on GPO's part. An efficient and effective Federal Depository Library Program is in everyone's best interest. Our investigation offers the documents librarian a chance to exchange information, make suggestions for improvements at GPO, and reinforce our mutual commitment to provide the American public with easy access to Federal government information.

Sources Consulted

DTTP. v. 3 #1, (1974), p. 28.

Federal Depository Library Manual. Washington, DC.: U.S. Government Printing Office, 1993.

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Instructions to Depository Libraries. Washington, DC.: U.S. Government Printing Office, 1992.

McClane, Joseph C. "Depository Inspections: Cutting Through the Myths," DTTP, v. 20 #3 (September 1992), pp. 156-158.

McGarr, Sheila. "What to Do Before the Inspector Arrives," Jurisdocs, v. 8 #1 (1985), pp. 5-10.

Ragains, Patrick. "An Interview with Joseph P. McClane, Chief, GPO Depository Inspection Team," DTTP, v. 16 #4 (December 1988), pp. 180-182.

United States Code. Title 44, Chapter 19, [1988 edition].

Watts, Carol. "The Depository Library Inspection Program," Reference Services Review (Summer 1982), pp. 55-62.

End Notes

[1] 19 U.S.C. 1911

[2] 19 U.S.C. 1909

[3] DTTP, v. 3, #4 (September 1974), p. 28

[4] 19 U.S.C. 1916

Library Self-Study to be Implemented
Your Comments Welcomed

The Depository Library Council recommended that GPO's proposal to use a self-study questionnaire in the inspection process be implemented. The draft text of the self-study questionnaire is presented below. Please send your comments by December 31 to:

Sheila McGarr   Fax: (202) 512-1432
Chief, Depository Services   E-mail: inspect@access.digex.net
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

DRAFT

Self-Study

The following self-study must be completed by depository library staff and returned no later than six (6) weeks prior to the compliance review/inspection date. The purpose of the compliance review/inspection visit is to discuss, examine first hand, and confirm the elements noted in the self-study.

Note: Where appropriate the library may want to include various attachments such as relevant handouts, organizational charts, portions of or complete documents department or library annual reports as pertain to depository operations, etc.

Mail To:

Self-study/Compliance Review
Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401

Library: _____
Institution: _____
City: _____State: _____ Zip:_____
Dep. #: _____
Date of last inspection: _____
Congressional District: _____
Designation Year: _____
Director: _____
Depository Coordinator: _____

Background

1. Hours of Service:

Library Hours	Library		General Reference		Documents Reference *	
	Regular	Summer	Regular	Summer	Regular	Summer
Mon-Thur	-	-	-	-	-	-
Friday	-	-	-	-	-	-
Saturday	-	-	-	-	-	-
Sunday	-	-	-	-	-	-

* (indicate N/A if no separate documents service point)

2. Give a brief general profile of the library's primary patrons (i.e. university library - approximate number of students, degree levels offered, some major programs).

3. Briefly describe the community where the library is located, characterizing the patrons who use the library's depository collections.

4. Give a brief general description of the types of depository materials most frequently used by the library's primary patrons and **especially** general public depository patrons. Note the general frequency of the use of the materials, and some of the characteristics of the general public users, such as professions, etc.

I. Collection Development

1. Does the library select or acquire titles from the "Basic Collection" listed in the "Guidelines for the Depository Library System?" (pp. 173-174 of the Federal Depository Library Manual [FDLM]). Check selections below. Explain why any are **not** selected, and where the library can refer patrons for that title.

____ Budget of the United States
____ Catalog of Federal Domestic Assistance
____ Census Catalog and Guide
____ Census of Population and Housing for (State)
____ Code of Federal Regulations
____ Congressional Directory
____ Congressional Record
____ County and City Data Book
____ Federal Register
____ Historical Statistics of the United States
____ Monthly Catalog
____ Publications Reference File

____ Slip Laws (Public)
____ Statistical Abstract of the United States
____ Statutes at Large
____ Subject Bibliographies
____ United States Code
____ United States Government Manual
____ United States Reports
____ Weekly Compilation of Presidential Documents
____ National Trade Databank (NTDB) CD-ROM
____ National Economic, Social, and Environmental Databank (NESEDB) CD-ROM

2. Does the library subscribe to GPO's WAIS and/or Federal Bulletin Board?

3. Does the library have a written depository collection development policy or a government documents component of a general collection development policy? Most importantly, does that policy affirm the depository's responsibility to meet the government information needs of the general public and describe with some specificity how the library ascertains and meets *general public* as well as any primary patron depository needs?

   Attach a copy of the policy, or relevant portions of a library-wide policy, to this self-study.

   Describe some types of materials the library selects to specifically meet U.S. Congressional District and/or regional community depository needs. (FDLM, p. 9 and Instructions to Depository Libraries (Instructions), Chapter 2).

4. What type of collection is the library trying to build, i.e. a mostly current, 5-year, heavily weeded collection; a blend of current and retrospective materials; a mostly research level collection; law-focused, etc.? Note briefly any important supplementary sets (i.e. CIS microfiche), important predepository materials, and any other rare or unique depository-related materials.

5. To aid in collection development, have the depository staff examined the Suggested Core Collection in Appendix A (p. 123) in the 1993 edition of the Federal Depository Library Manual?

6. Describe any collection development coordination and depository resource sharing efforts that the library attempts with area depositories in order to eliminate unnecessary item duplication (Instructions, pp. 4 and 28).

7. What is the library's current item number selection rate? (See GPO item selection printout.) Explain if and why the library's selections have remained relatively stable or had significant increases and decreases in recent years.

   Does the library conduct GPO-recommended annual zero-based item selection reviews?

8. Does the library have suitable index tools to effectively access the resources in the documents collection? Check all the indexes to which the library has access. If online access is readily available to staff for some indexes, note that fact. Add any relevant index titles which the library owns or has access to online (Instructions to Depository Libraries, pp. 4 and 28).

   ____ Ames (John G.) Comprehensive Index to Publications of the U.S. Government 1881-1893 (c 1905)
   ____ Andriot - Guide to U.S. Government Publications
   ____ ASI (American Statistics Index)
   ____ ASI Statistical Masterfile CD
   ____ Bibliography of Agriculture (Oryx Press)
   ____ BRS; ____ BRS After Dark

   ____ CCH Congressional Index
   ____ Checklist of United States Public Documents 1789-1909
   ____ CIJE (Current Index To Journals in Education)
   ____ CIS Index of Executive Documents
   ____ CIS U.S. Government Documents Periodicals Index; ____ CD
   ____ CIS Code of Federal Regulations Index

____ CIS Federal Register Index
____ CIS Foreign Policy Index
____ CIS Index to Publications of the
United States Congress
____ CIS Masterfile CD
____ CIS Serial Set Index
____ CIS US Congressional Committee
Hearings Index
____ CIS US Congressional Committee
Prints Index
____ CQ Weekly
____ Cumulative Title Index to the United
States Public Documents-1976:
____ Cumulative Subject Index to the
Monthly Catalog of U.S. Government
Publications 1900-1971
____ Declassified Documents Index
____ Dialog
____ Documents Catalog
____ EPA Reports Bibliography
____ EPA Bibliography (commercial)
____ ERIC CD
____ FBIS
____ Federal Index
____ Index Medicus
____ Index Medicus, Abridged
____ Lexis
____ MEDOC
____ Medline

____ Monthly Catalog
____ Monthly Catalog CD-ROM
Brand _____
updated when? _____
____ Monthly Catalog, loaded on online system,
available from OPAC terminals
____ NASA STAR (Scientific and Technical
Aerospace Reports)
____ NLM Literature Search
____ NTIS Government Reports Announcements
and Index
____ OCLC
____ OCLC FirstSearch
____ OCLC EPIC
____ P.A.I.S;   ____ P.A.I.S. CD
____ Physical Fitness and Sports Medicine
____ Poore, B. P. - A Descriptive Catalogue of the
Government Publications of the United
States, Sept. 5, 1774 - Mar. 4, 1881
____ RIE (Resources In Education)
____ PRF (Publications Reference File)
____ Subject Bibliographies
____ Transdex - bibliography and the Index to the
United States Joint Publications Research
Service (JPRS) Translations
____ Westlaw
____ Wilsonline
____ Uncover ____ Others:

II. Bibliographic Control

1.   Describe the system the library uses to record depository receipts in the required piece-
level holdings record (see Instructions, Chapter 3). Include *all formats* and all modes of
receipt, i.e. cataloged and uncataloged paper and microfiche monographs, serials, direct
mail items, maps (CIA maps, topographic and other maps, folded map series, etc.) and
electronic products (CDs and floppy disks).   Note <u>any</u> exception to that full record and
the reasons why the library does not record that material.

2.   Describe the techniques used to properly *identify and date mark all depository materials*
as required (i.e. stamps, writing on the documents, etc.).   **Note any exceptions to that
required date/depository marking** (i.e., are microfiche envelopes, direct mail items, all
maps, CD-ROM jewel cases and floppy discs so marked, the same as routine paper
receipts?)(Instructions to Depository Libraries, p. 9).

3.   Briefly describe the steps involved in fully processing and shelving depository materials.
Note the average time frames for each stage. Note any chronic processing backlogs.

Note if the following less critical elements are in place:

4.   Is there a written procedures manual?

5. Are claims made soon after the shipping list arrives in the library? Note what methods are used for claiming (i.e. mail or fax).

6. How long are shipping lists kept? Are they kept in order and/or is a shipping list log/register maintained to note any missing shipping lists?

7. Are *all classification number corrections*, as indicated in GPO's Administrative Notes Technical Supplement, made routinely and expeditiously? Indicate if this is not done because another classification system is used.

III. Maintenance

1. Describe the temperature, humidity, ventilation control and other environmental factors in the library. Are they conducive to preserving depository holdings? Note any major preservation problems.

2. Explain how the depository discards are done in conformance with the Instructions and Regional Library instructions. Describe the weeding process for superseded publications, 5-year-old nonsuperseded publications, "substituted" materials, etc. Note the general frequency with which discard lists are submitted to the Regional Library.

3. Describe any special depository preservation efforts, such as encapsulation of maps, use of archival acid-free boxes for older materials, special climate control for special, older, valuable, rare, etc. materials.

4. Describe the library's policy and frequency of binding of depository materials. Note the degree of hard binding (i.e. buckram binding) and pam/in-house binding, etc. Compare the depository binding efforts to that afforded other library collections.

5. Are preservation and security procedures for documents holdings comparable to those applied to the library's general collection? Describe the library security methods, including any electronic security system, and list the types of depository documents which are security stripped (i.e. those in SuDocs collections or those integrated with other collections, periodicals, circulating materials, etc.).

6. Explain methods used to keep depository material neat on the shelves (notebooks, pamphlet boxes, pam binding, slotted shelves, tied with string, fasteners, etc.).

7. Explain any strategies used to acquire replacement copies of depository documents (i.e. purchasing from GPO, scanning state and national weeding lists, obtaining from DocEx, contacting agencies and Congressional offices, etc.).

8. Does the library consistently remove all packing materials from depository receipts (i.e., plastic wrap from paper items, rubber bands from microfiche, mailing tubes from maps)?

9. Does the library routinely update and interfile some, all, or none of its looseleaf depository selections?

IV. Human Resources

1.   Describe depository staffing. Has a person has been designated to coordinate
      depository activities? Is this position currently filled? Is depository staffing **generally**
      adequate for **basic** depository work? Beyond the basic depository duties, is there
      sufficient librarian and support staff to do all the work the library wishes with its
      depository? If not, describe a reasonable **desired** increase in staffing.

      Which professional level librarians have depository related responsibilities? What are
      their other duties? Approximately how many hours a week do they spend on depository
      work?

      Describe the stability of depository staffing. How long have key depository librarian and
      support staff been at their positions?

2.   One quantitative measure used by GPO to measure if the library has sufficient support
      staff for depository processing is the "Shearer Measure". This equates to a minimum of
      one hour a week of support staff time for basic processing for every one percent of the
      library's item number selections. Does the library meet that standard?

3.   Describe any training and cross-training efforts the library routinely or periodically
      attempts to keep depository staff abreast of depository publications, access tools, and
      other issues. Describe any cross-training efforts to pass that depository information on
      to other library staff (general reference staff, security personnel, public service
      department, any others with patron contact, etc.).

4.   Describe what support the library gives to staff training in terms of time off and travel
      funds. Describe the depository staff's participation in any local, state, or national
      documents interest groups. Mention if the **current** depository staff have attended GPO
      national meetings (i.e. Interagency Depository Seminar, Federal Depository Conference,
      Depository Library Council). If current depository staff have not attended any GPO
      meetings, indicate if such attendance is feasible given current library staffing and
      travel/training budgets.

V. Physical Facilities

1.   Describe the location of depository documents. Are depository collections in open or
      closed stacks? Are any depository materials in compact shelving? Are pamphlet files
      used to house any depository documents? Are any depository materials in on-site or
      off-site storage? Note the proximity of depository collections to service points
      (documents and/or general reference desks).

2.   Describe storage of *all* microfiche and maps. Are they *all* stored in covered acid-free
      storage containers?

3.   Does the library have sufficient shelf/file/cabinet space to house *current* depository
      documents holdings? Estimate, by format (paper, microfiche, maps, CDs) the library's
      depository growth space in years.

4. Describe the library's handicapped access to all *significant* portions of depository collections that are in public areas (i.e. ramps and flat entrances into the library, elevators, stack aisle widths, etc.).

5. Describe the library's patron and staff work space and comment on its adequacy. Note if patron work space for depository collection is *usually* available. Note any times when it is usually *not* available.

6. Are depository operations entirely situated in an environment that facilitates access to and usage of depository resources (i.e., is it well lighted, comfortable, attractive (liberally defined), clean, etc.).

7. Describe any physical facilities that are new since the last inspection or that are under construction or are planned for construction. For future projects, noted **estimated** start and completion dates. Describe how these new facilities have affected or will affect depository operations. Types of new facilities could include, but are not limited to:

 a. New Library   d. Compact shelving
 b. New addition   e. Off-site storage
 c. Remodeling

8. Describe the quantity, quality, and location of the following **equipment** as it relates to depository collections:

 a. Staff PCs (note power of machines, i.e. 286, 386, 486, etc.)
 b. CD-ROM equipment for depository CDs (Note current configurations and any plans for future LANs, WANs, etc.). Is this equipment available to the public?
 c. Microfiche readers, reader/printers, any portable microfiche readers, any microfiche duplication machines, etc. Is there a microfiche reader near the depository microfiche?
 d. Photocopy machines (specify patron and staff machines).
 e. FAX for staff use.

For electronic equipment (8.a. & 8 b. above) note any updates to GPO's July 1994 Electronic Capabilities Survey.

9. Describe all **signs** - both library-produced and GPO posters, signs, displays, directories, etc. - that highlight and direct patrons to depository collections. Where are they located? Can a patron unfamiliar with the library easily locate the documents area or documents help desk?

VI. Public Service

1. Describe the library's **access** policies. **Is free access to depository collections provided in the library to everyone, without exception? Does the library impose any age, affiliation, or other restriction?**

 a. Does the library have any **policies** and, especially, does it post any **signs** that may have a "chilling effect" on potential depository patrons, i.e., does it post signs indicating that the library is for its university students only are "no trespassing"

decals posted; does the library restrict access to the library during exam periods, does the library require an ID to enter the library or to use any depository materials placed on closed reserve; etc.?

b. Is the depository emblem posted at all entrance doors of the library? Is it posted on the **exterior** doors of the library? Is the building used only for a library or are there other offices in the building?

2. Does the library offer **comparable reference and other services** to the "**general public**" as well as to any primary patrons (faculty, students, etc.). Note any discrepancies, i.e. "priority" services for its own college students, etc. Is documents reference provided from a reference desk in the documents department, at a multiple subject department reference desk including documents, and/or at a central reference desk for all reference service including documents? Are the hours for depository-related reference roughly comparable to that for other reference service?

3. Describe any depository cataloging efforts to enhance access. Does the library have an online catalog? Is that online catalog networked with other libraries? Note any other libraries on the network that are depositories. Does the library's online catalog have dial-in and Internet access?

4. Do most or all documents circulate? Explain if and how a general public patron can borrow documents from the library.

5. Describe the level of staff knowledge of area depositories that would allow them to make informed referrals. To what other depositories and, generally, for what types of depository materials do staff most often refer patrons?

6. Describe all methods used to inform primary patrons and **especially** the general public about the library's depository status, collections, and services. Note the types and frequency of **depository promotion techniques**.

VII. Cooperative Efforts

1. Cooperation with GPO includes staff knowledge of depository regulations. Describe the level of staff knowledge of the Instructions to Depository Libraries, and to a lesser extent but also important, the Superseded List and the Federal Depository Library Manual. Do the depository staff make a practice of periodically reviewing, and signing and dating the staff review logs in these publications?

2. To the best of the library's knowledge, does the library have a history of timely response to GPO's "Biennial Survey of Depository Libraries?" Has it also been timely in responding to other surveys, such as the annual and periodic selection update surveys, 1994 Electronic Capabilities Survey, etc.

3. Describe the library's cooperative efforts with other depositories on a local, state, and national level. Describe cooperation with the Regional Library. Note any **depository-specific projects** or documents groups (give group name, acronym, frequency of meetings, name of newsletter, if any, etc.) state plan, union lists, etc.

4. Describe the library's **interlibrary loan policies** and efforts it will expend as relates to obtaining depository publications for patrons. Does this service extend to general public patrons?
    Does the library provide depository documents, either originals or photocopies, on interlibrary loan? Note any exceptions

5. Note any cooperation through electronic listservs (i.e. GOVDOC-L, MAPS-L, LAW-LIB, etc.).

VIII. Regional Services

To be filled out by Regional Libraries, including partners in shared Regionals.

1. Explain the Regional's practices on processing weeding lists for its selective depositories. Note any written guidance given to selectives on weeding, and the frequency of written updates or reminders to selectives about that policy. Note normal turn-around times for processing weeding lists from selectives.

2. Does the Regional Library provide original documents or copies on interlibrary loan to libraries in the state or relevant region? Indicate any special materials excepted.

3. Describe any consultation services the Regional provides to selective depository libraries.

4. Note any special or routine reference or other service the Regional provides to libraries in the state or relevant region.

5. Describe any special or routine **visits** that the Regional Library staff make to selective depositories under its purview.

6. Note any **specific assistance offered** to depositories with **special problems** and/or to depositories in the state placed on probationary status by GPO inspectors.

7. Does the Regional Librarian or someone from his or her staff **usually accompany GPO Inspectors** on some or all of the inspections in their state? If no, explain why not.

8. Does the Regional Library maintain files on all depositories under its purview, including such items as GPO Inspection Reports?

9. Does the Regional Library have a microfiche duplication machine that can aid selective depositories in interlibrary loan, filling in gaps in microfiche collections, etc.?

10. Besides reviewing weeding lists, what other strategies does the Regional employ to help it build a comprehensive Regional collection for its state?

11. Describe how the Regional Library takes a **leadership role** in state-wide federal depository issues, projects, etc.

Summary

1. Discuss near-term and long-range goals, accomplishments, and projects that the library is engaged in or hopes to engage in as these relate to its depository operation. Use this space to note any subjective comments about the general direction and progression of the library's depository operation. Discuss how current and projected library budgets, as they relate to depository operations, are estimated to impact depository operations.

    Attach the complete documents department or library annual report(s), or portions of them relating to the library's depository operations, insofar as they are appropriate to release.

2. I certify that, to the best of my knowledge, the information provided in this self-study is accurate as of this date.

    Signatures of:
    Depository Coordinator:_____ Date:_____

    Library Director:_____ Date:_____

    _____

Alternate Location/Selective Housing Site Mini Self-Study

Complete this mini self-study for every location away from the depository library (other library, office, off-site storage, geology department map room, local public, college, university, or hospital library, etc.) that houses a portion of the depository collection (i.e. maps, scientific materials, such as DOE and/or NASA microfiche, USGS materials, etc., **not** one or two titles). Alternate locations and selective housing sites may be visited during the Inspection.

Name_____ Location:_____

Library Hours	Library		General Reference		Documents Reference	
	Regular	Summer	Regular	Summer	Regular	Summer
Mon-Thur	-	-	-	-	-	-
Friday	-	-	-	-	-	-
Saturday	-	-	-	-	-	-
Sunday	-	-	-	-	-	-

Is this alternate location/selective housing site under the direct control of the depository library's director? If the answer is no, has the library established the required Selective Housing Agreement(s) and forwarded signed copies to GPO and the Regional Library? (see

the Federal Depository Library Manual, Chapter 2, p. 17 for a sample selective housing agreement).

I. Collection development

What types of depository materials are housed at the alternate location/selective housing site? Is the selective housing site given the opportunity to modify selections during the annual selection update cycle?

II. Bibliographic Control

Are all depository materials recorded to the piece level and date/depository marked as required? Who creates and maintains this record? Are there any significant chronic processing backlogs?

III. Maintenance

Are depository materials maintained in a suitable environment? Is climate control adequate? Are covered acid-free storage containers used for all maps and microfiche? Do staff follow GPO's weeding regulations when they dispose of depository materials?

IV. Staffing

Describe depository staffing. Is it sufficient for **basic** depository work?

V. Physical Facilities

Describe. Is shelf, cabinet, and storage space adequate for current depository collections? Estimate any growth space. Note adequacy of handicapped access to depository collections in public areas.

VI. Public Services

Is **everyone** afforded free access to depository collections? Are any "chilling effect" policies or signs in place that may inhibit depository access? Is a depository emblem placed at the entrance door? Are access tools and/or cataloging adequate to locate depository materials?

VII. Cooperation

Describe any cooperative efforts the selective housing site engages in. Are staff conversant with GPO regulations, i.e., Instructions to Depository Libraries, Superseded List, and the Federal Depository Library Manual? Do staff have copies of *current* (i.e. 1992/1993) editions of these publications?

Depository Administration Branch Update

Remarks by
Robin Haun-Mohamed
Chief, Depository Administration Branch

Depository Library Council Meeting
Portland, OR
October 24, 1994

I'm pleased to be here addressing the Depository Library Council in one of my favorite areas of the country. I was born and raised in the Pacific Northwest and I hope you find time to explore this terrific town. Northwesterners are justifiably proud of their area of the country--the ocean, the mountains, and the desert all within three hours driving time, and very few earthquakes to boot! Of course there are a few volcanoes--but actual eruptions are relatively rare.

I'd like to address some of the issues and concerns that the Depository Administration Branch staff are currently working on in addition to our regular classification and shipping list duties. We continue to monitor the GOVDOC-L and when appropriate we respond to the general inquiries posted to GOVDOC-L. We also continue to respond to written inquiries submitted on the GPO Depository Library Inquiry Forms. As noted in our response to Depository Library Council Recommendations from the spring of 1994, we are working on implementing the recommendations for the Item Selection Report, and developing a survey to allow regionals to de-select publications distributed in multiple formats.

Today, I would also like to discuss some of the problems associated with publications in an electronic format. Increasingly, publications are changing formats from paper or microfiche to a digital format. Online access to government resources has grown greatly in recent years. Depositories now can tap into the GPO WAIS server, providing access to the daily Congressional Record, Federal Register, and Congressional Bills database. Depositories also have access to the paid files on the Federal Bulletin Board, including popular resources such as Department of State Dispatch, Background Notes, the GAO Reports, Merit Systems Protection Board Decisions, the ITC Harmonized Tariff Schedule, and Monthly Energy Review.

All of these titles are available in another format through the Federal Depository Library Program. Libraries that use these resources may also be selecting these titles in paper, microfiche, or diskette. Given the financial limitations of the Program, and the need to use resources wisely, I am requesting Council's aid in making some hard decisions about offering publications in multiple formats. One of the largest projects we've undertaken in the Depository Administration Branch is revision of SOD 13 (Format of Publications Distributed to Depository Libraries) and SOD 17 (Depository Item Selections) and we need to have a consistent policy for distribution of material in multiple formats for the selective and regional libraries.

In the past, when libraries wished to change formats for publications, they were instructed to add the new format during the annual item selection update cycle, and once the new format was received on a regular basis, the library submitted a "green card" (Amendment of Selections) deleting the unwanted format. As an inspector I often had to remind libraries they were only entitled to one copy of the publication, and they could not select the Federal Register in both paper and microfiche format. But this idea has not been carried out with regard to the electronic products, except for the U.S. Code. At the direction of the Joint Committee on Printing, libraries had to choose either the paper or CD-ROM version of the Code because of the licensing fees being paid by JCP.

While many variations exist, generally the electronic products distributed to the libraries have more information than the paper versions of the same title. In this regard, it is our intent to begin enforcing the one copy distribution requirement where the publications are essentially the same, as in the Statistical Abstract, Monthly Catalog, Monthly Energy Review, Congressional Record, and the "Green Book".

We seek your assistance in developing policy for those products where there are many titles duplicated, such as the NTDB, NESE, and U.S. Foreign Affairs on CD-ROM. Should a library receive duplicate copies of the publications when they are included on a CD-ROM product and available for separate distribution in paper or microfiche? If a library registers for access to the paid files on the Federal Bulletin Board (and LPS is charged for depository use of the Federal Bulletin Board), should the library be entitled to receive another copy in the shipment boxes? In trying to update our policies to reflect current technology, we must consider these questions and ask your assistance in developing a comprehensive approach to depository distribution with regard to statutory and monetary limitations.

Another issue we would like to address is the continuing problem of fugitive documents and the relationship to electronic products. Some agencies will provide the paper or microfiche publications, but exempt the electronic products from the Program. In pursuing fugitive documents, we often find this to be the case. Reasons cited include proprietary software, copyright material, or agency determination that the title is a self-sustaining publication. (Remember the Federal Reserve Bulletin and New Serial Titles) We do rely on the depository libraries to help keep us informed about publications which may not have come through GPO for procurement, especially publications in non-paper formats.

Related to the problem of fugitive documents is the problem of suspended and discontinued publications. We are increasingly seeing publications placed into a suspended status or ceasing publication due to staffing and budget limitations of the agencies. I have a letter which will be sent to the libraries from the Library of Congress on the publication Monthly Checklist of State Publications. Staff limitations at LC appears to have forced suspension of this publication and this letter wishes to have libraries advise LC on the usefulness of continuing this publication in the future. When advised of this possibility, I told LC I would be coming to Council and that this would be an excellent opportunity to get some input from members of the depository community.

We have determined that the 1994 edition of the U.S. Code will be distributed to depository libraries in either paper or CD-ROM. Early in the FY 95 appropriations process there was language directing GPO to distribute the Code in CD-ROM only, but this limitation

was removed in the final appropriations act language. We will be working with the Law Revision Council and the Electronic Information Dissemination Service to improve the CD-ROM version of the U.S. Code in anticipation that we may have to distribute the Code in an electronic only format for the year 2000 edition.

Report of the Serial Set Study Group

In June the Public Printer established a Serial Set Study Group to investigate alternatives for producing the bound U.S. Congressional Serial Set (SS) and reducing its cost. Group members included librarians from the depository community, Roger Haley from the U.S. Senate Library and Susan Tulis from the University of Virginia School of Law Library, a staff member from the Joint Committee on Printing, Bernadine Hoduski, and personnel from several differnet areas of GPO including Mark Scully, coordinator of the Group, and myself, representing Library Programs Service.

The group began meeting June 22, 1994, and the final report was due to the Public Printer October 1, 1994. Council Members have a copy of the final report minus the Background Documentation included in your packet. I would like to give a short overview of the activities of the group and the formation of the Report. We seek Council's input to the Public Printer relating to the Report of the Serial Set Study Group.

A total of six group meetings was held. We began with an overview of the Serial Set. The group took a tour of the Serial Set collection in the U.S. Senate Library. Presentations were given by GPO personnel on developing a text file CD-ROM, tagging schemes for digital data, demonstration of the steps associated with the storage, collating, and binding of the slip Reports and Documents into bound Serial Set volumes, use of the ADOBE Acrobat software for retrieval of Congressional publications in PDF format, and demonstration of the Xerox DocuTech machine and the Book-Flow binding operation in the Book Section of the GPO Bindery.

The Group had only 100 days for the completion of the report. A number of general and specific alternatives were assigned to the Group for investigation. These alternatives, which had been proposed by the Public Printer and Depository Library Council, were investigated by the Group and addressed in the Report. In looking at each alternative, which is in section VI of the Report, the group attempted to identify problems and concerns from the viewpoints of the members of four different subgroups, the Serial Set Management Subgroup, the Library Subgroup, Cost Subgroup, and the Technology Subgroup. Each subgroup looked at all the alternatives and made recommendations that were incorporated into the Group's final recommendation. This recommendation is labeled Alternative 4.

Because of the limited time allotted for the study to be completed, the group recommended additional research be done in the following areas: 1)investigate the possibility of commercial binding of the Serial Set volumes; 2)undertake an operations analysis of the SS collating process in the GPO Binding Division; 3)conduct a comparative analysis of methods for producing pages for SS volumes; and 4)assess the feasibility and practicality of discontinuing depository distribution of slip Reports and Documents in paper format once online dissemination is established.

The foremost finding of the group is the need for GPO to acquire information in an electronic format to allow alternate technologies to help improve access and dissemination of the information found in the traditional bound Serial Set. In cases where Congress fails to provide the digital copy, GPO will have to scan the printed publications at considerable public expense in order to create the needed digital copy. We found that if these kinds of technologies, which GPO has turned to such effective use in other areas, could be applied to SS information, both cost savings and improved services could result.

Recommendations involve implementation of a number of action items including development of a CD-ROM version of the Serial Set, production of the requisite copies on-demand at the time of binding instead of producing and storing extra copies from the initial printing, and modification of current procedures for binding of the Serial Set.

The Group's recommended actions should provide the optimal approach for achieving the objectives without adversely affecting public access to Serial Set information. Implementation will require coordinated actions among a number of groups both within and outside the GPO. The Study Group recommended the responsibility for implementation of the recommendations be assigned to a committee with the necessary knowledge, resources and authority to accomplish the task. This may be met by increasing GPO representation on the already existing Serial Set Committee.

The recommendations offer near-term, mid-term, and long-term measures for improving operations, exploiting information technologies, and reducing costs.

Near-term items include savings from reduction of the distribution of microfiche index dividers to only those libraries selecting the item number. This can be implemented over the next two years and for the Serial Sets of the 102nd and 103rd Congresses. Shifting current binding procedures from the manual flow to the machine binding (Book-Flow) will result in a reduction of binding costs. Approximately 90% of all SS volumes are suitable for machine binding. Online access to the House and Senate Reports will be available to the depository libraries through the GPO Access server by the beginning of the 104th Congress. Cost savings will be realized from the libraries' voluntary deselections of paper and microfiche slips when the online service is available.

Mid-term action items include development of a prototype CD-ROM by the end of the 104th Congress, and a comparative analysis of the methods for producing pages for the SS volumes. When the electronic versions of the Reports and Documents are available, the microfiche formats will be discontinued.

Long-term action items include production of a CD-ROM for the SS contents of the 105th Congress. Libraries may select the bound SS or the CD-ROM, but not both. Production of the CD-ROM will allow discontinuing of the depository distribution of Reports and Documents on microfiche. It will also be the time for assessing the feasibility and practicality of discontinuing depository distribution of the slip Reports and Documents in paper format.

In looking at the report it is important to remember that figures in table two provide estimated GPO cost savings that could result from implementation of action items given in the recommendations. Because the various action items may not all be implemented, as they represent different approaches in finding ways to save money on the production of the Serial Set, the annual cost savings columns must be considered separately and cannot be totaled.

I thank you for your time and now turn the table over to Tad Downing for his presentation.

Cataloging Branch Update

Remarks by
Thomas Downing
Chief, Cataloging Branch

Depository Library Council Meeting
Portland, OR
October 24, 1994

Good morning! It's a pleasure to be with you to share ideas in such a beautiful location. Because of time constraints, I will not duplicate the information presented in the annual report. Instead, I will direct my remarks to the status of our efforts to publish Monthly Catalog (MOCAT) records via the GPO Locator, and to our thoughts regarding publication of CD-ROM and paper pamphlet editions of the Monthly Catalog.

During the spring 1994 Council Meeting, we were advised of Council's interest in an electronic version of the Monthly Catalog. Acting on Council's recommendation, we took our first step by consulting Mr. Zagami, GPO's General Counsel. Mr. Zagami issued an opinion that we have shared with members of Council. Among other remarks, Mr. Zagami stated, and I quote now from the opinion, that "The Superintendent of Documents may order the production and distribution of the Monthly Catalog in CD-ROM or other electronic formats." In his opinion, Mr. Zagami also stated that, and I quote, "Absent changes in the underlying statute or an expression of congressional intent to the contrary, Section 1711 will continue to require the printing and distribution of MOCAT in paper "pamphlet form." Mr. Zagami's opinion supports efforts with regard to a GPO Locator application for the Monthly Catalog and provides a legal context in which we may consider functional characteristics of CD-ROM and pamphlet paper editions of the Monthly Catalog.

Council members Cindy Etkin, Linda Kennedy, and David Hoffman have assisted with the dissemination of Mr. Zagami's opinion and, through dissemination of a notice in Administrative Notes [v. 15, no. 9], have encouraged people to share their interests with us in this effort. Because of this notice, we anticipate that Council members and other librarians from various communities have brought their ideas with them to the Portland area.

Before proceeding to remarks about CD-ROM and pamphlet editions of MOCAT, I would like to summarize our work with MOCAT Locator applications. We are about to supplement our loading of an initial six months of complete MOCAT records into the prototype GPO Locator with an additional 5 months of 1994 data. When the Locator becomes operational, we expect to provide users with monthly loads of MOCAT and DDIS related data to supplement the records now cumulating in the prototype Locator system.

However, our ultimate objective with regard to MOCAT Locator applications is to supplement cumulative monthly records with a daily load of MOCAT records produced during the previous work day. In other words, with the GPO Locator, we hope to convert a

Monthly Catalog into a "Daily Catalog". We are working towards this objective, but are not yet able to process the daily edits that will be required to support daily additions of records.

I would like to turn now to remarks about CD-ROM and abbreviated "pamphlet" like versions of the Monthly Catalog. Within LPS, our consideration of such products occurs within the context of several premises:

First, we believe that a CD-ROM version is essential to assure that our records will be available for posterity within a product that retains a discrete and permanent record of our cataloging activity for specific periods of time. This is a matter of principle that relates to the record of our bibliographic control.

Moreover, as a matter of practice, a CD-ROM product is required because, during the cor ing decades, the demand for old records of old publications will diminish to a point when or .ne access to a database of such records via the GPO Locator would be impractical.

A second premise is that a CD-ROM edition of MOCAT should provide a mechanism for storage of both MARC records produced by GPO and non-MARC records produced by agencies other than GPO. If non-MARC records are obtained via interagency agreements, a CD-ROM version of the Monthly Catalog would provide users with a central source for the bibliographic control of most Federal publications, including those produced in COSATI format by Sci/Tech agencies.

Third, we propose that all records within a CD-ROM edition would be complete records whether in MARC or non-MARC formats. Records within a pamphlet MOCAT product would be abbreviated.

Fourth, a CD-ROM product of complete data should permit publication of a less expensive paper pamphlet edition of the Monthly Catalog. With Locator and CD-ROM editions, a paper pamphlet edition, alone or in conjunction with an equivalent microfiche edition, should not replicate all data contained within these other sources.

The chief value of a pamphlet edition would be its function as an adjunct, quick reference tool. We hope that a full range of options for CD-ROM and pamphlet editions of the Monthly Catalog will be identified and discussed during this Council meeting.

To stimulate some discussion of potential initiatives, we have prepared information of possible interest to you. Mike Bright of Judy Russell's Office of Electronic Information Dissemination Services has prepared an initial analysis for a CD-ROM MOCAT.

Without as yet being given specific requirements, Mike has provided a range of potential cost estimates associated with a CD-ROM MOCAT. His analysis suggests that, even with a "pamphlet" version of MOCAT, costs for a pamphlet edition and a CD-ROM edition could be less than the costs for publishing the current paper edition. Our ADP personnel have indicated that they are ready to participate in development of CD-ROM and a pamphlet Monthly Catalog and that they do not anticipate significant problems with either initiative.

As to a pamphlet edition. Steve Uthoff of my staff has prepared detailed suggestions and analysis that we hope will be of interest to people who might consult a "pamphlet form" MOCAT.

I have copies of Mike Bright's and Steve Uthoff's analysis here for Council.

Implementation of proposals will require the assistance of personnel within our Office of Electronic Information Dissemination Services, our Office of Information Resource Management, and our Production Department. Naturally, we will require time to implement proposals. However, our efforts to prepare specific proposals and to implement these initiatives should be worthwhile and should result in improved products, increased dissemination, and reduced costs.

I look forward to working with you in these efforts and appreciate your advice and assistance. Thank you.

Meetings of Council, 1973-1994

The Depository Library Council, at its fall 1994 meeting, requested that the following list of Council meeting sites be published as an aid in selecting future sites.

Portland, OR
October 24-26, 1994

Arlington, VA
April 25-27, 1994

Chicago, IL
November 1-3, 1993

Washington, DC
May 17-18, 1993

Washington, DC
October 19-20, 1992

Washington, DC
April 27-28, 1992

Washington, DC
October 22-23, 1991

Boston, MA
April 17-19, 1991

Arlington, VA
October 24-26, 1990

Scottsdale, AZ
April 25-27, 1990

Arlington, VA
October 18-20, 1989

Pittsburgh, PA
March 8-10, 1989

Arlington, VA
October 12-14, 1988

Charleston, SC
March 9-11, 1988

Washington, DC
October 14-16, 1987

San Diego, CA
April 1-3, 1987

Washington, DC
October 15-17, 1986

St. Louis, MO
March 5-7, 1986

Washington, DC
October 16-18, 1985

Albuquerque, NM
March 27-29, 1985

Washington, DC
October 10-12, 1984

Atlanta, GA
April 11-13, 1984

Seattle, WA
Sept. 15-17, 1983

Arlington, VA
April 27-29, 1983

Alexandria, VA
Sept. 20-22, 1982

Boston, MA
April 26-28, 1982

Alexandria, VA
Sept. 28-30, 1981

San Antonio, TX
April 15-13, 1981

Alexandria, VA
Sept. 29-Oct. 1, 1980

St. Paul, MN
April 28-30, 1980

Alexandria, VA
October 15-17, 1979

San Francisco, CA
April 9-11, 1979

Alexandria, VA
October 9-11, 1978

New Orleans, LA
April 16-18, 1978

Arlington, VA
October 16-18, 1977

Boulder, CO
April 25-26, 1977

Washington, DC
October 21-22, 1976

Columbus, OH
April 22-23, 1976

Washington, DC
October 23-24, 1975

Storrs, CT
April 14-15, 1975

Washington, DC
October 29-30, 1974

New York, NY
July 6, 1974

Chicago, IL
January 25, 1974

Las Vegas, NV
June 28, 1973

Washington, DC
February 2, 1973

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And How to Reach Them by Phone, Fax, and E-Mail

Revised November 1994

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